STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

Approved Course of Instruction

Syllabus

For:

- **SEMS Introductory Course**
- **SEMS Field Course**
- **SEMS Emergency Operations Center Course**
- **SEMS Executive Course**

2003

California Standardized Emergency Management System (SEMS)
Summary of the Approved Course of Instruction

COURSE NAME	TARGET AUDIENCE	INSTRUCTIONAL GOAL	NO. MODULES DURATION	TYPE COURSE
Introductory Course	For all personnel that may become involved in multi-agency or multi-jurisdictional response at any level.	Provide basic understanding of SEMS, common terms, and information required to work within and support a SEMS response.	One to two hours	Self-study with instructor option. Optional test.
Field ICS Course: Designed as a career progressive course				
ICS Orientation I-100	A general orientation to ICS for personnel working in support roles, and for off incident personnel who require a minimum of ICS orientation.	Reviews ICS organization, basic terminology for resources and facilities, and responsibilities related to an incident.	Module #1 One hour	Self-study with instructor option. Optional test.
ICS Basic I-200	Personnel who respond to an incident to assist or support the organization but do not normally supervise others.	Covers features and principles of ICS, organization, incident resources and facilities, and common responsibilities.	Modules # 2-6 Seven hours	Instructor based with exercises and tests.
ICS Intermediate I-300	Personnel who supervise an ICS branch, division, group or unit, or are members of the Command Staff.	Covers incident organization, resource management, air operations, incident and event planning.	Modules # 7-11 Sixteen hours	Instructor based with exercises and tests.
ICS Advanced I-400	Personnel who will supervise sections; Command Staff; Incident or Area Commanders, also those who may assume key agency management roles over incidents.	Covers General and Command Staff roles, major incident management, Unified and Area Command. Also addresses CA Mutual Aid and coordination between the field, local government and Op. Area EOCs.	Modules #12-17 Fourteen hours	Instructor based with exercises and tests.
Emergency Operations Center Course	Support, supervisory, management and executive personnel in department level or agency EOCs or DOCs who would perform an EOC function at any SEMS level.	Covers principles of disaster and EOC management EOC operating requirements, characteristics of EOCs at each SEMS level, and functional handbooks covering job descriptions, responsibilities and checklists for all EOC positions at the Local Government and Operational Areas.	Eight hours if Introductory Course was previously taken.	Instructor based – Participant Reference Manual, functional handbooks, PowerPoint visuals, exercise and test.
Executive Course	Executives, administrators and policy makers within agencies that are required to support a SEMS emergency response.	Provides background of the law, common terms, basic elements of SEMS, organizational roles and titles, and the need for executive support.	One to two hours	Self-study or instructor based.

NOTE: Course delivery times will vary depending on the experience level of the audience and organization applications. SEMS User Organizations must assess internal training needs and make curriculum delivery adjustments as necessary. Course hours include time for instruction, exercises and tests.

SEMS INTRODUCTORY COURSE

A.   Instructional Goal

The goal of the SEMS Introductory Course is to provide the participant with a basic understanding of the Standardized Emergency Management System (SEMS), common terms associated with SEMS, where the participant will likely fit into SEMS, and what is required of them to work within and support a SEMS response.

B.   General Target Audience

This is an introductory course designed for all personnel that may become involved in a SEMS response involving multiple agencies or jurisdictions.

C.   Course Topics

- Course Overview
- SEMS Components and Features
- SEMS Operating Requirements and Individual Responsibilities
- Course Review and Summary

D.   Suggested Prerequisite Courses

None.

E.   Course Objectives

1. Understand the purpose and scope of SEMS, as well as the basic terminology associated with SEMS.

2. Understand the general elements of SEMS law, the SEMS organization levels and functions, as well as the basic components and features of SEMS.

3. Understand the basic operating requirements and individual responsibilities to successfully operate within, and support, a SEMS response in the field and/or Emergency Operations Center.

F.   Suggested Training Delivery Options

Utilize your own internal training program or the Introductory Course materials to meet minimum course objectives. It is suggested that this course be delivered as a self-study course with an organized discussion period to follow. It may also be presented by an Instructor if desired. Optional media such as video presentations may also be used at the discretion of the user organization. An examination may be administered at the discretion of the agency. The exam is provided in the curriculum.

SEMS FIELD COURSE

A.   Instructional Goal

The goal of the SEMS Field Course is to provide a full range of generic ICS instructional modules to aid participants in the implementation and management of ICS for a SEMS field multi-agency emergency response.

The SEMS Field Course offers seventeen modules from which a participant can choose in order to meet minimum competencies required in SEMS. Modules 1-15 are adopted from the National ICS Training Curriculum. Modules 16 and 17 address California Mutual Aid, and Field & Local Government Coordination. At the completion of the SEMS Field Course, the participant should have a solid understanding of ICS as it relates to SEMS, to better ensure an effective multi-agency field response.

B.   General Target Audience

The SEMS Field Training Program consists of four progressive courses of instruction designed to meet the needs of all personnel that may be associated with a field response. Personnel who would take this Field Training Program include:

Support and Assistance Personnel (Orientation Course I-100): Individuals who, as a part of their job duties, will likely respond to multi-agency incident or events to assist or support the emergency organization; but not supervise others. May also be referred to as entry-level personnel. This definition would not include clerical staff, unless decided necessary by the emergency response agency.

Basic Level Supervisory Personnel (Basic Course I-200): Individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to initiate the emergency organization; or supervise others in the emergency organization (may also be referred to as "first-level supervisory personnel involved with ICS applications").

Intermediate Level Supervisory Personnel (Intermediate Course I-300): Individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to supervise an ICS Section, Branch, Group or Division (may also be referred to as "personnel who hold ICS supervisory positions").

Advance Level Command Personnel (Advanced Course I-400): Individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to fulfill Command, or Command Staff roles, or any key management role in a major incident (may also be referred to as "senior personnel who function in management roles at large incidents").

C. Recommended Modules for Personnel Levels

Modules of Instruction*		
	Recommended Duration (hours)	**Exercise**
All Personnel –		
Orientation & Support/Assistance Personnel:	***1 hour***	
Module 1 – ICS Orientation – Self Paced	1 hour	
Basic Level Supervisory Personnel:	***7 hours***	
Module 2 – Principles and Features of ICS	1 hour	
Module 3 – Organizational Overview	2 hours	✓
Module 4 – Incident Facilities	1.5 hours	✓
Module 5 – Incident Resources	1.5 hours	
Module 6 – Common Responsibilities	1 hour	
Intermediate Level Supervisory Personnel:	***16 hours***	
Module 7 – Organization and Staffing	3 hours	✓
Module 8 – Organizing for Incidents or Events	3 hours	✓
Module 9 – Incident Resource Management	2 hours	
Module 10 – Air Operations	2 hours	
Module 11 – Incident and Event Planning	6 hours	✓
Advanced Level Command Personnel:	***14 hours***	
Module 12 – Command and General Staff	2 hours	
Module 13 – Unified Command	3 hours	✓
Module 14 – Major Incident Management	3 hours	✓
Module 15 – Area Command	3 hours	✓
Module 16 – Mutual Aid	1 hour	
Module 17 – Field & Local Government Coord.	2 hours	

* Includes: Classroom instruction, module tests, exercises as appropriate, and course tests.

D. Suggested Prerequisite Courses

SEMS Introductory Course.

E.   Course Objectives

1. Understand the ICS basic organization, terminology and common responsibilities (Module 1).

2. Understand the principles and features that constitute ICS (Module 2).

3. Understand the more expanded ICS organization, how it initially develops, expands and/or contracts, and how transfer of command is properly conducted (Module 3).

4. Understand the principal facilities used in conjunction with ICS (Module 4).

5. Understand the components that allow for the most effective use of resources in ICS (Module 5).

6. Understand what a person needs to know prior to, and during an ICS assignment to an incident (Module 6).

7. Understand all titles and responsibilities of the organizational elements within each section of ICS, including general duties, staffing, and reporting relationships (Module 7).

8. Understand ways in which incidents and events are organized to ensure achievement of incident objectives, including the briefing process and utilization of forms (Module 8).

9. Understand the principles and stages of resource management, responsibilities related to resource ordering, the function of Staging Areas in resource management, and the importance of planning for resource demobilization (Module 9).

10. Understand the functions and positions within the Air Operations Branch (Module 10).

11. Understand the ICS planning process, to include: the development of incident objectives, strategies and tactics; the use of operational periods; the planning meeting; and the Incident Action Plan (IAP) (Module 11).

12. Understand the importance, activation criteria, principles and roles of the Command and General Staff positions, as well as the roles of deputy positions, assistants and agency representatives within ICS (Module 12).

13. Understand the purpose and advantages of Unified Command, the Unified Command organization, how Unified Command is established, its major functions, and how the concept of cost sharing might apply under Unified Command (Module 13).

14. Understand how to organize for, and problems associated with, major or complex incidents or events (Module 14).

15. Understand why, when, where and how Area Command is established, and the responsibilities, organization, facilities and communication required for Area Command (Module 15).

16. Understand the concepts and procedures associated with the Master Mutual Aid Agreement, and the specific Mutual Aid System, if any, applicable to the participant (Module 16).

17. Understand the basic concepts and procedures associated with local Emergency Operations Centers and Operational Areas, when activated for a major emergency (Module 17).
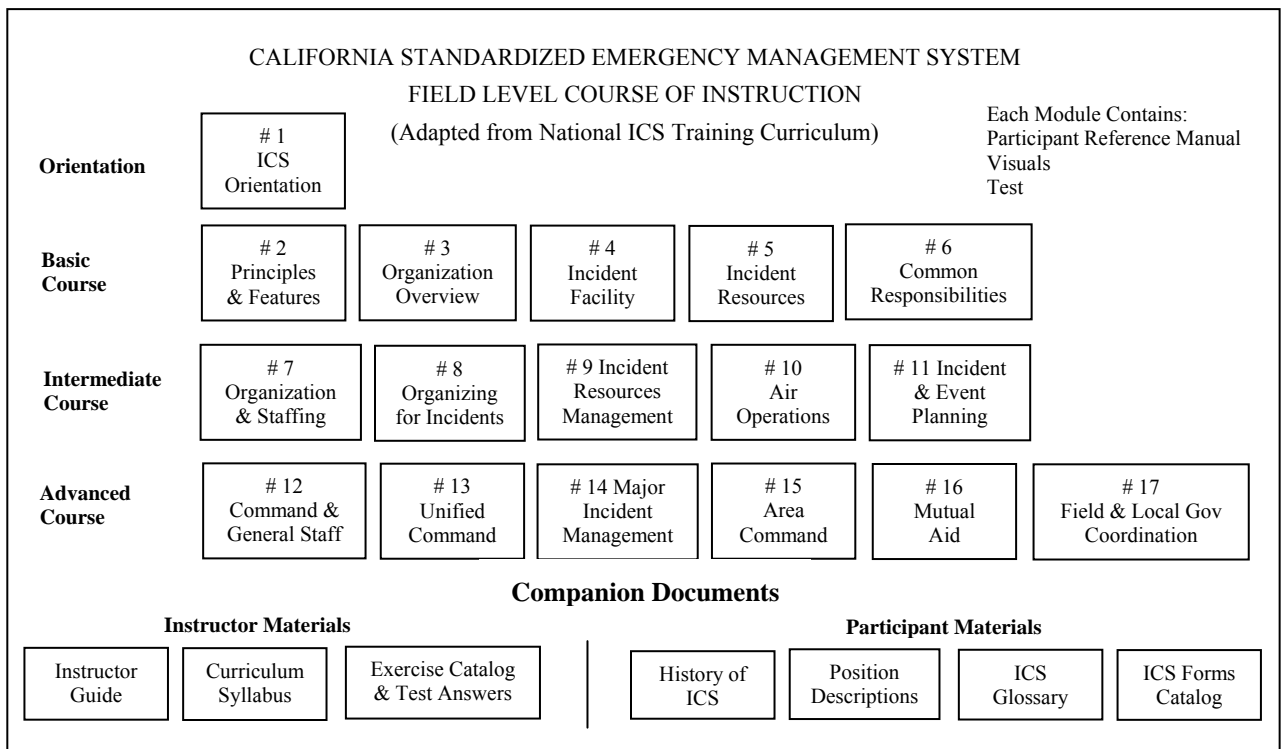
F.   Suggested Training Delivery Options

It is recommended that emergency response organizations utilize the SEMS Field Course, Modules 1-17 to meet minimum course objectives. However, an acceptable alternative may be other ICS training provided by <u>California</u> Fire and Law Enforcement agencies. If these curricula are used, agencies must ensure that participants are exposed to materials found in Modules 16 and 17 of the SEMS Field Course. Videotapes may be used to augment the delivery of the Orientation and Basic Courses, however an Instructor based delivery is recommended for Intermediate and Advanced Courses. Learning activities should include review of material, agency application of material, exercises and tests.

G.   Test and Exercises

Open book tests are included in the Instructor Guide for each module. Course tests are provided for Modules 1-6, (Basic); Modules 7-11, (Intermediate); and Modules 12-17, (Advanced).

Scenarios and descriptions for ten exercises of varying complexity are provided in the Instructor Guide for use with the instructional modules.

CALIFORNIA STANDARDIZED EMERGENCY MANAGEMENT SYSTEM
FIELD LEVEL COURSE OF INSTRUCTION
(Adapted from National ICS Training Curriculum)

Each Module Contains:
Participant Reference Manual
Visuals
Test

Orientation
#1 ICS Orientation

Basic Course
#2 Principles & Features | #3 Organization Overview | #4 Incident Facility | #5 Incident Resources | #6 Common Responsibilities

Intermediate Course
#7 Organization & Staffing | #8 Organizing for Incidents | #9 Incident Resources Management | #10 Air Operations | #11 Incident & Event Planning

Advanced Course
#12 Command & General Staff | #13 Unified Command | #14 Major Incident Management | #15 Area Command | #16 Mutual Aid | #17 Field & Local Gov Coordination

Companion Documents

Instructor Materials
Instructor Guide | Curriculum Syllabus | Exercise Catalog & Test Answers

Participant Materials
History of ICS | Position Descriptions | ICS Glossary | ICS Forms Catalog

I-100: ICS Orientation – (One Module)

A. Module Description

Module 1 of the Incident Command System (ICS) curriculum is intended for personnel assigned to an incident or event that require a general understanding ICS. The Module reviews the ICS organization, basic terminology, and common responsibilities. It will provide sufficient information about the Incident Command System to enable basic work in a support role at a <u>field</u> incident or event to be performed. This module may also be used as a pre-course study program by personnel who will be continuing their training with other ICS modules.

B. Module Target Audience

This is an orientation for personnel who, as a part of their job duties, will likely respond to multi-agency incident or events to assist or support the emergency organization, <u>but not supervise others</u>. May also be referred to as "entry-level" personnel. This definition would not include clerical staff, unless deemed necessary by the emergency response agency.

C. Suggested Prerequisite Modules

The SEMS Introductory Course is a suggested prerequisite. This is the first of 17 modules related to the field level ICS training curriculum.

D. Suggested Minimum Course Objectives

At the completion of this self-study Module, the participant should be able to do the following:

l. List the five major organizational activities within the Incident Command System and explain their primary functions.

2. Give the titles, and explain the duties of Command and General Staff members.

3. Match organizational units to appropriate operations, planning/intelligence, logistics or finance/ administration sections.

4. Match supervisory titles with appropriate levels within the organization.

5. Describe the terms used to name major incident facilities, and state the function of each.

6. Describe what an Incident Action Plan is and how it is used at an incident.

7. Describe how "span of control" functions within the incident organization, and in the use of resources.

8. Describe the common responsibilities and general instructions associated with incident or event assignments.
9. Describe several applications for the use of ICS.

E.   Suggested Delivery Method

This module is self-paced. Classroom instruction is optional.

F.   Suggested Test Method

Successfully complete Module Test.

I-200: Basic ICS – (Modules 2-6)

Module 2 – Principles and Features of ICS

A.   Module Description

Module 2 describes the principal features which constitute the Incident Command System. Collectively, these features identify the unique quality of ICS as an incident or event management system. At the completion of this Module, the participant should be able to achieve the minimum course objectives listed, through knowledge, skills or abilities related to the following ICS features:

- Primary management functions
- Management by objectives
- Unity and hierarchy of command
- Transfer of command
- Organizational flexibility
- Unified Command
- Span of control
- Common terminology
- Personnel accountability
- Integrated communications
- Resources management
- The Incident Action Plan

B.   Module Target Audience

Module 2 is designed for individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to initiate the emergency organization; or supervise others in the emergency organization (may also be referred to as "first-level supervisory personnel involved with ICS applications").

C.   Suggested Prerequisite Courses

I-100: ICS Orientation.

D.   Suggested Minimum Course Objectives

At the completion of this module, the participant should be able to describe and explain the use or purpose of each of the twelve principal ICS features listed above.

E.   Suggested Delivery Method

Classroom instruction.

F.   Suggested Test Method

Successfully complete Module Test.

Module 3 – Organizational Overview

A.   Module Description

The following topics are addressed in Module 3:

- Terminology
- Organizational structure
- How the organization initially develops at an incident
- How the organization expands and/or contracts
- Transfer of command

B.   Module Target Audience

Module 3 is designed for individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to initiate the emergency organization; or supervise others in the emergency organization (may also be referred to as "first-level supervisory personnel involved with ICS applications").

C.   Suggested Prerequisite Courses

I-200: Module 2.

D.   Suggested Minimum Course Objectives

At the completion of the module, the participant should be able to:

1. Explain how the incident organization expands or contracts to meet operational needs of the incident or event.

2. Describe the use of Branches, Divisions, and Groups within the Operations Section and provide supervisory titles associated with each level.

3. List the essential elements of information involved in transfer of command.

4. Match organizational positions with appropriate ICS sections.

5. Describe an ICS organization appropriate to a small incident.

E.   Suggested Delivery Method

Classroom instruction.

F.   Suggested Exercise and Test Method

Participate in class exercises and successfully complete Module Test.

Module 4 – Incident Facilities

A.   Module Description

Module 4 describes the principal facilities used in conjunction with ICS, and discusses their roles at an incident. To include:

- Command Post
- Staging Areas
- Base
- Camps
- Helibase
- Helispots

B.   Module Target Audience

Individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to initiate the emergency organization; or supervise others in the emergency organization (may also be referred to as "first-level supervisory personnel involved with ICS applications").

C.   Suggested Prerequisite Courses

I-200: All preceding modules

D.   Suggested Minimum Course Objectives

At the completion of the module, the participant should be able to:

1. Name each of the principal facilities used in conjunction with ICS, and explain the purpose and use of each.

2. Describe which facilities may be located together at an incident or event.

3. Describe how the various incident facilities are used and managed to support an incident or event.

4. Identify appropriate map symbols associated with incident facilities.

E.   Suggested Delivery Method

Classroom instruction.

F.   Suggested Exercise and Test Method

Participate in class exercises and successfully complete Module Test.

Module 5 – Incident Resources

A.   Module Description

The following topics will be covered in module 5:

- Resource status keeping and effective incident operations
- Kinds of resources often used in incidents and events
- How resources are typed for various applications
- Three ways of using resources on an incident
- Resource status conditions
- Changing and maintaining status on resources

An exercise involving resource designations and status keeping is included.

B.   Module Target Audience

Individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to initiate the emergency organization; or supervise others in the emergency organization (may also be referred to as "first-level supervisory personnel involved with ICS applications").

C.   Suggested Prerequisite Courses

I-200: All preceding modules

D.   Suggested Minimum Course Objectives

At the completion of the module, the participant should be able to:

1. Describe the need for good incident resource management.

2. Describe three ways of managing resources and the advantages of each.

3. Explain the purpose of resource typing.

4. Describe three resource status conditions, and the purpose and limits of each.

5. Explain how resource status is changed, how notification of changes is made, and how status is maintained at an incident or event.

6. In a small group exercise, list various kinds of resources which may be encountered on incidents in which the participant is or may become involved. Participant groups will provide typing for these resources.

E.   Suggested Delivery Method

Classroom instruction.

F.   Suggested Exercise and Test Method

Participate in class exercises and successfully complete Module Test.

Module 6 – Common Responsibilities

A.   Module Description

This module identifies and defines common responsibilities:

- Prior to leaving for assignment
- At incident check-in
- While working on the incident
- During demobilization

B.   Module Target Audience

Module 6 is designed for individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to initiate the emergency organization; or supervise others in the emergency organization (may also be referred to as "first-level supervisory personnel involved with ICS applications").

C.   Suggested Prerequisite Courses

I-200: All preceding modules

D.   Suggested Minimum Course Objectives

Upon completion of the module, the participant should be able to:

1. List actions to be accomplished prior to leaving for an incident or event.

2. List the steps involved in incident Check-In.

3. List (or select from a list) major personal responsibilities at an incident or event.

4. List the major steps necessary in the incident or event demobilization process.

E.   Suggested Delivery Method

Classroom instruction.

F.   Suggested Test Method

Successfully complete Module Test.

I- 300: Intermediate ICS – (Modules 7-11)

Module 7 - Organization And Staffing

A.   Module Description

Module 7 provides a comprehensive description of the responsibilities of the organizational elements within each section of the ICS. It describes the general duties of each organizational element, terminology, staffing considerations, and reporting relationships. An exercise in organization development is available.

B.   Module Target Audience

Module 7 is designed for individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to supervise an ICS Section, Branch, Group or Division (may also be referred to as "personnel who hold ICS supervisory positions").

C.   Suggested Prerequisite Courses

I-100 & I-200

D.   Suggested Minimum Course Objectives

At the completion of the module, the participant should be able to:

1.   Prepare an ICS organization chart, providing organization names and supervisory titles in proper placement for all ICS elements.

2.   Match responsibility statements to each ICS organizational element.

3.   List the ICS positions that may include deputy positions and describe deputy roles and responsibilities. Describe differences between deputy positions and assistants.

4.   Describe ICS reporting and working relationships for technical specialists and agency representatives.

E.   Suggested Delivery Method

This Module requires participants to have read and reviewed the participant material prior to the training session. The classroom session will consist of a group activity, module quiz, and a discussion on quiz questions.

F.   Suggested Exercise and Test Method

Participate in class exercises and successfully complete Module Test.

Module 8 - Organizing For Incidents Or Events

A.   Module Description

Module 8 describes ways in which incidents and events are organized to ensure achievement of incident objectives.

It discusses the steps in organizational development that should take place on the incident or at the event. The incident briefing is covered, as well as the forms used to support incident operations. Exercises involving development of the organization may be used for an incident or a planned event.

B.   Module Target Audience

Individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to supervise an ICS Section, Branch, Group or Division (may also be referred to as "personnel who hold ICS supervisory positions").

C.   Suggested Prerequisite Courses

I-100, I-200, I-300 all preceding modules.

D.   Suggested Minimum Course Objectives

Upon completion of the module, the participant should be able to:

1. Describe the steps in transferring and assuming incident command.

2. List the major elements included in the incident briefing.

3. Develop sample organizations around simulated incidents and/or events. Organizational development will include the use of all appropriate sections and organizational modules.

4. Describe how incidents can best be managed by appropriate and early designation of primary staff members and by proper delegation of authority.

5. List the minimum staffing requirements within each organizational element for at least two incidents of different sizes.

6. Describe the role and use of appropriate forms in effective incident management.

7. Describe reporting relationships and information flow within the organization.

E.   Suggested Delivery Method

Classroom instruction, group exercises.

F.   Suggested Exercise and Test Method

Participate in class exercises and successfully complete Module Test.

Module 9 - Incident Resource Management

A.   Module Description

Module 9 discusses the resource management process at an incident. It describes the stages of resource management, responsibilities related to resource ordering, and the use of the Operational Planning Worksheet. The importance of staging areas in the management of resources is described. It also discusses demobilization of resources and considerations related to cost-effective resource management.

B.   Module Target Audience

Module 9 is designed for individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to supervise an ICS Section, Branch, Group or Division (may also be referred to as "personnel who hold ICS supervisory positions").

C.   Suggested Prerequisite Courses

I-100, I-200, I-300 all preceding modules.

D.   Suggested Minimum Course Objectives

Upon completion of the module, the participant should be able to:

1. Identify and describe four basic principles of resources management.

2. List the basic steps involved in managing incident resources.

3. Know the contents of, and how the Operational Planning Worksheet (ICS 215) is used.

4. Identify the organizational elements at the incident that can order resources.

5. Describe the differences between single and multipoint resource ordering and the reasons for each.

6. Describe why and how resources are assigned to staging areas, camps and direct tactical assignments.

7. Describe the purpose and importance of planning for resource demobilization.

8. Identify five key considerations associated with resource management and the reasons for each.

E.   Suggested Delivery Method

Classroom instruction.

F.   Suggested Test Method

Successfully complete Module Test.

Module 10 - Air Operations

A.   Module Description

Module 10 describes the role of the Air Operations Branch, positions within the branch and how to set up an effective aviation organization to support incidents. An exercise in developing an Air Operations organization may be used.

B.   Module Target Audience

Module 10 is designed for individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to supervise an ICS Section, Branch, Group or Division (may also be referred to as "personnel who hold ICS supervisory positions").

C.   Suggested Prerequisite Courses

I-100, I-200, I-300 all preceding modules.

D.   Suggested Minimum Course Objectives

At the completion of the module, the participant should be able to:

1. Describe the function and general duties associated with each element of the Air Operations Branch organization.

2. Diagram a full Air Operations Branch organization using a simulated scenario.

3. Describe the function and use of the ICS Form 220, Air Operations Summary Worksheet.

E.   Suggested Delivery Method

Classroom instruction, group exercises.

F. Suggested Test Method

Successfully complete Module Test.

Module 11 - Incident And Event Planning

A. Module Description

Module 11 describes the planning process; the development of incident objectives, strategies, and tactics; the use of operational periods; and the planning meeting. It describes the major steps and the personnel involved in the planning process.

It includes support plans that may be required for some incidents (e.g., Communications, Medical, and Traffic), and it covers the planning for incident or event demobilization. Forms used in preparing the Incident Action Plan are described. An exercise in developing an Incident Action Plan is available. Participants are given the opportunity for developing an Incident Action Plan.

B. Module Target Audience

Module 11 is designed for individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to supervise an ICS Section, Branch, Group or Division (may also be referred to as "personnel who hold ICS supervisory positions").

C. Suggested Prerequisite Courses

I-100, I-200, I-300 all preceding modules.

D. Suggested Minimum Course Objectives

At the completion of the module, the participant should be able to:

1. List the major steps involved in the planning process.

2. Give the ICS titles of personnel who have responsibilities in developing the Incident Action Plan and list their duties.

3. As part of an exercise, identify incident objectives for simulated scenario.

4. As a part of exercise, describe appropriate strategies and tactics to meet incident objectives for a simulated scenario.

5. Explain the use of operational periods in the planning process, and how operational periods are derived.

6. Explain the function of the Operational Planning Worksheet (ICS 215) and other forms which may be used in preparing the Incident Action Plan.

7. Explain the criteria for determining when the Incident Action Plan should be prepared in writing.

8. Identify the kinds of supporting materials included in an Incident Action Plan.

9. List the major sections in a Demobilization Plan.

10. As part of a group exercise, develop an Incident Action Plan for a simulated scenario.

E.   Suggested Delivery Method

Classroom instruction.

F.   Suggested Exercise and Test Method

Participate in class exercises and successfully complete Module Test.

I-400: Advanced ICS – (Modules 12-17)

Module 12 – Command and General Staff

A.   Module Description

Each Command and General Staff position is explained in terms of principal responsibilities and importance to the organization. Guidelines for activation of the Command and General Staff positions and the role of deputy positions and assistants are discussed. Relationships and duties are covered for each Command Staff member and for Agency Representatives. An exercise in developing a Command and General Staff is included.

B.   Module Target Audience

Module 12 is designed for individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to fulfill a Command, or Command Staff roles, or any key management role in a major incident (may also be referred to as "senior personnel who function in management roles at large incidents").

C.   Suggested Prerequisite Courses

I-100, I-200, & I-300

D.   Suggested Minimum Course Objectives

At the completion of the module, the participant should be able to:

1. Identify the steps built into the ICS design to compensate for previous incident management problems.

2. Describe the primary guidelines related to Command and General Staff positions.

3. Summarize principal responsibilities for each Command and General Staff member.

4. Describe the roles of deputy positions and assistants in incident management.

5. Describe the purposes and responsibilities of agency representatives, reporting relationships, and how they can be effectively used within the incident organization.

E.   Suggested Delivery Method

Classroom instruction.

F.   Suggested Test Method

Successfully complete Module Test.

Module 13 - Unified Command

A.   Module Description

Module 13 describes the purposes and advantages of multi-jurisdiction and/or multi-agency Unified Command, and how Unified Command can be applied to incident situations.

The module describes the Unified Command organization, how Unified Command is established, and the roles of its major elements. It also discusses a number of factors to be considered in implementing Unified Command. An exercise in developing a Unified Command is included.

B.   Module Target Audience

Individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to supervise an ICS Section, Branch, Group or Division (may also be referred to as "senior personnel who function in management roles at large incidents").

C.   Suggested Prerequisite Courses

I-100, I-200, I-300, & I-400 all preceding modules.

D.   Suggested Minimum Course Objectives

Upon completion of the module, the participant should be able to:

1. Define Unified Command.

2. Define the advantages of Unified Command and define the kinds of applications which may call for a Unified Command organization.

3. Identify the primary features of a Unified Command organization.

4. Given a simulated situation, describe roles and reporting relationships under a Unified Command which involves agencies from within the same jurisdiction, and under multi-jurisdiction conditions.

5. Describe areas of cost-sharing which might apply under a Unified Command structure.

6. Given a simulated situation, describe an appropriate Unified Command organization.

E.   Suggested Delivery Method

Classroom instruction.

F.   Suggested Exercise and Test Method

Participate in class exercises and successfully complete Module Test.

Module 14 - Major Incident Management

A.   Module Description

Module 14 describes how major or complex incidents and events can create special problems related to incident organization. It discusses how anticipating these potential problems can result in increased organizing options for the incident that will lead to more effective management.

The module describes several models on how to divide major, single incidents for more effective management. Exercises involving major incident management are available.

B.   Module Target Audience

Module 14 is designed for individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to fulfill a Command, or Command Staff roles, or any key management role in a major incident (may also be referred to as "senior personnel who function in management roles at large incidents").

C.   Suggested Prerequisite Courses

I-100, I-200, I-300, & I-400 all preceding modules.

D.   Suggested Minimum Course Objectives

At the completion of the module, the participant should be able to:

1. List the principal factors often found in or related to major and/or complex incidents.

2. List the expansion options for incident organization, and describe the conditions under which they would be applied.

3. Demonstrate through an exercise how to apply the various options related to major or complex incident management.

E.   Suggested Delivery Method

Classroom instruction.

F.   Suggested Exercise and Test Method

Participate in class exercises and successfully complete Module Test.

Module 15 - Area Command

A.   Module Description

Module 15 describes why, when, where and how Area Command is established and the organization, facilities and communications required. The module covers the organizational relationships between Area Command and incidents, and between Area Command and jurisdictional DOCs and EOCs. It describes how resource ordering is accomplished under Area Command, and it describes the demobilization process under an Area Command organization structure.

A small-group exercise in developing an Area Command organization and identification of priorities and issues related to a simulated scenario is available.

B.   Module Target Audience

Module 15 is designed for individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to fulfill a Command, or Command Staff roles, or any key management role in a major incident (may also be referred to as "senior personnel who function in management roles at large incidents"). Also, advanced level command personnel who will function in management roles in large or complex multi-agency incidents, and will likely function as an IC that may have to interface with Emergency Operations Centers (EOCs) and/or Operational Areas.

C.   Suggested Prerequisite Courses

I-100, I-200, I-300, & I-400 all preceding modules.

D.   Suggested Minimum Course Objectives

At completion of the module, the participant should be able to:

1. Define Area Command.

2. Identify differences between Area Command, Unified Command, Emergency Operations Centers (EOCs), Department Operations Centers (DOCs), and multi-agency coordination.

3. List the principal advantages of using Area Command.

4. Describe how, when and where Area Command would be established.

5. Describe the Area Command Organization.

6. Identify six primary functional responsibilities of Area Command.

7. Working with a simulated scenario, develop an Area Command Organization.

E. Suggested Delivery Method

    Classroom instruction.

F. Suggested Exercise and Test Method

    Participate in class exercises and successfully complete Module Test.

Module 16 - Mutual Aid

A. Module Description

    Module 16 describes the concepts and procedures of California's Master Mutual Aid Agreement, and the related Mutual Aid Systems currently in existence. At the completion of this module, participants should be able to achieve the minimum course objectives listed, through knowledge, skills or abilities related to the following topic areas:

    1. Review of the master Mutual Aid agreement and related systems.

    2. Review of request procedure for Mutual Aid Systems (per Title 19, Division 2, Chapter 1, and §2415).

    3. Integration of Mutual Aid resources into ICS.

    4. Coordination of Mutual Aid information between field & EOC levels.

    5. Proper request, tracking & release procedures for Mutual Aid resources.

    6. Command of on-scene Mutual Aid resources.

B. Module Target Audience

    Module 16 is designed for individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to fulfill a Command, or Command Staff roles, or any key management role in a major incident (may also be referred to as "senior personnel who function in management roles at large incidents"). Also, advanced level command personnel who will function in management roles in large or complex multi-agency incidents, and will likely function as an IC that may have to interface with Emergency Operations Centers (EOCs) and/or Operational Areas.

C. Suggested Prerequisite Courses

    I-100, I-200, I-300, & I-400 all preceding modules.
D. Suggested Minimum Course Objectives

At the completion of the module, the participant should be able to:

1. Identify the proper request procedures for their applicable Mutual Aid System, if it currently exists, consistent with the Master Mutual Aid Agreement and SEMS.

2. Identify the likely ICS positions that may request Mutual Aid.

3. Identify the likely ICS Sections in which the Mutual Aid resources will be included.

4. Identify the negative consequences when Mutual Aid information is not coordinated between the field and EOC organizational/response levels of SEMS.

5. Identify who retains overall direction of personnel and equipment provided by Mutual Aid Resources at the incident per Title 19, Division 2, Chapter 1, and §2415 of the California Code of Regulations.

E.   Suggested Delivery Method

Classroom instruction.

F.   Suggested Test Method

Successfully complete Module Test.

Module 17 – Field & Local Government Coordination

A.   Module Description

Module 17 describes the interface between Field ICS, local government and operational area EOCs, as well as the relationship of EOCs with Unified Command, Area Command, and multi-agency coordination. This module also discusses the basic Operational Area concept for both Mutual Aid and for an Emergency Operations Center (EOC) environment. At the completion of this module, participants should be able to achieve the minimum course objectives listed, through knowledge, skills or abilities related to the following topic areas:

1. General definition, purpose and scope for local EOCs in California.

2. Relationship of a local EOC with unified command, area command, multi-agency coordination.

3. Field and local EOC interface and need for coordination.

4. Definition of local DOCs & relationship to EOCs.

5. Incident commander's responsibility to local EOCs & DOCs.

6. Definition of an Operational Area.

7. Relationship of local EOCs to Operational Areas.

8. Review of Operational Area concepts for Mutual Aid and EOCs.

9. Responsibilities of counties to form Operational Area EOCs.

10. Activation criteria for Operational Area EOCs.

11. Responsibilities of an Operational Area EOC.

12. Use of Inter-agency Coordination Group for decisions at the Local Government and Operational Area EOCs.

B.   Module Target Audience

Module 17 is designed for individuals who, as part of their job duties or expertise, will likely respond to a multi-agency incident or event in the field, and be expected to fulfill a Command, or Command Staff roles, or any key management role in a major incident (may also be referred to as "senior personnel who function in management roles at large incidents"). Also, advanced level command personnel who will function in management roles in large or complex multi-agency incidents, and will likely function as an IC that may have to interface with Emergency Operations Centers (EOCs) and/or Operational Areas.

C.   Suggested Prerequisite Courses

I-100, I-200, I-300, & I-400 all preceding modules.

D.   Suggested Minimum Course Objectives

At the completion of the module, the participant should be able to:

1. Define an Emergency Operations Center, Department Operations Center, Unified Command, Area Command, Inter-agency coordination and an Operational Area.

2. Identify the need and responsibilities of the Incident Commander in interfacing with Local Emergency Operations Centers, and/or Department Operations Centers.

3. Contrast the difference between a Local Government EOC an Operational Area EOC.

4. Identify the responsibilities of an Operational Area EOC.

E.   Suggested Delivery Method

Classroom instruction.

F.   Suggested Test Method

Successfully complete Module Test.

SEMS EMERGENCY OPERATIONS CENTER COURSE

A. Instructional Goal For The Course

The goal of the EOC Course is to enhance the participants' capability to competently manage an inter-agency major emergency or disaster response within an Emergency Operations Center (EOC) or Department Operations Center (DOC) using the five functions specified in SEMS. The course offers instructional material to meet course objectives at any one of the four SEMS response levels in the EOC (Local Government, Operational Area, Region or State EOC). At the completion of the course, participants should have a good understanding of what is required under SEMS to manage an inter-agency response to a major emergency or disaster within their EOC.

B. General Target Audience

The course is designed for support, supervisory, management and executive personnel, who as part of their job duties or special assignment, will likely perform a SEMS function within a EOC/DOC. These individuals would be expected to initiate the SEMS organization, work within that SEMS organization, and/or supervise one or more of the five SEMS functions within their EOC/DOC (Local Government, Operational Area, Region, or State).

C. Course Composition

Course materials consist of a Participant Reference Manual, PowerPoint visuals, a generic table-top exercise and a test. The Participant Reference Manual is divided into three Chapters. Chapter One contains material applicable to all EOCs/DOCs at any SEMS level. Chapter Two covers instructional material applicable to EOCs at the Local Government, Operational Area, Region or State levels. Chapter Three consist of Functional Handbooks for both local government and operational areas covering job descriptions, responsibilities and checklists for Management, Operations, Planning/Intelligence, Logistics and Finance/Administration sections of EOCs.

PowerPoint visuals cover all topics in Chapters One and Two, and hard copy of selected visuals should be used as participant handouts. *The course instructional material also contains a table top exercise and test.*

D. Suggested Course Prerequisite

SEMS Introductory Course.

E. Course Objectives

At the completion of the course, participants should:

1. Understand essential SEMS terms related to an Emergency Operations Center (EOC), as well as the five SEMS response levels and their relationship to the four SEMS EOC levels.

2. Understand the essential principles associated with disaster management, including knowledge of the fundamental differences and similarities between an emergency vs. a disaster, the role of

the Emergency Services Director, the goals of emergency/disaster management, and keys to successful emergency/disaster management.

3. Understand how an Emergency Operations Center (EOC) relates to disaster management and SEMS, the diversity in purpose and scope of California EOCs, and the basic principles for an effective EOC.

4. Understand the principles of ICS applicable to EOCs, EOC functions and responsibilities, and the use of inter-agency coordination in EOCs.

5. Understand the functions, responsibilities and procedures for EOCs at all SEMS levels including checklists for activation, operations and demobilization phases during an emergency.

6. Understand how coordination takes place between SEMS levels during an inter-agency disaster response, including similarities, differences and key principles associated with a field and EOC SEMS response.

F.   Suggested Training Delivery Options

It is recommended that emergency response organizations utilize the SEMS EOC Course material to better ensure a consistent and standardized state-wide training program.

The course is intended to be instructor based using PowerPoint visuals and hard copy handouts of selected visuals and PowerPoint Notes. The accompanying exercise has a scenario and discussion questions applicable to each of the five EOC/DOC sections. The Participant Reference Manual is intended to provide background information for selected topics.

G.   SEMS Overview

Chapter One - SEMS And EOCs

Chapter One of the Participant Reference Manual contains material applicable to EOCs and DOCs at all SEMS levels. The Chapter is divided into three sections. Topics covered in each section are as follows:

Section 1 – Background on California Emergency Management Related to EOCs

- California Emergency Services Act
- SEMS Law and Regulation
- SEMS Functions and Levels
- Definitions and Terms Related to EOCs

Section 2 – Principles of Disaster Management

- Contrast Between Incidents, Emergencies and Disasters
- Management Problems During a Disaster
- Common Goals of Emergency Management
- Phases of Comprehensive Emergency Management
- Role of Field Level Response EOCs in Emergency Management
- Emergency Management Process
- Lessons Learned from Past Emergencies
- Keys for Effective Emergency Management

Section 3 – EOC Operational Considerations

- Purpose of an EOC
- Basic Considerations for a Well-Planned/Designed EOC
- General Criteria to Activate an EOC
- EOC Requirements
- ICS Principles Used at Other SEMS Levels
- Inter-agency Coordination in EOCs
- Mutual Aid Systems and EOCs

Chapter Two – EOC Features at Each SEMS Level

At each SEMS level, there are certain features about EOC operations that are unique to these levels. This chapter provides information that is applicable to each of the SEMS levels.

Section 1 - Local Government EOCs

- Introduction
- Functions and Requirements
- Role of the Department Operations Centers
- EOC Organization
- EOC Supporting Functions

Section 2 – Operational Area EOCs

- Introduction
- Operational Area EOCs
- Relationship of Operational Area Mutual Aid Coordinators
- Resource Management at the Operational Area Level
- Inter-agency Coordination at the Operational Area Level
- Response Information Management System (RIMS)
- Operational Area and Local Government Linkages

Section 3 – Region EOCs

- Introduction
- Region

Section 4 – State EOCs

- Introduction
- SEMS Requirements for the State Level
- Role of the State Level in SEMS
- Activation of the State Operations Center
- Organization of the State Operations Center
- State Operations Center Staffing
- Coordination at the State Level
- Coordination with the Federal Emergency Response

Chapter Three – SEMS Function Specific Handbooks

Function Specific Handbooks are provided for each EOC section for both Local Government and Operational Areas. Each handbook contains a recommended minimum organization, job descriptions, responsibilities and checklists for each position within the section. Handbooks are provided for:

- Management Section
- Operations Section
- Planning/Intelligence Section
- Logistics Section
- Finance/Administration Section

SEMS EXECUTIVE COURSE

A. Instructional Goal

The goal of this course is to provide executives with a basic understanding of their respective roles and responsibilities in SEMS and to demonstrate the importance of executive participation, before, during, and after an event or crisis situation.

B. Supplemental Course References

- SEMS Introductory Course Reference Manual
- SEMS EOC Course, Chapter Three, Management Handbook
- SEMS Field Course, Orientation I-100

C. General Target Audience

- Elected Officials
- Chief Executive Officers
- City Managers
- County Administrative Officers
- Boards of Directors
- Deputy Directors or Administrators
- Organization or jurisdictional Department Heads

D. Course Objectives

1. Achieve a basic understanding of SEMS, the elements of SEMS Law, the five SEMS Levels and Functions, and the way that executives can support SEMS in their organization or jurisdiction.

2. Achieve a basic understanding of the Incident Command System and the role of the executive in ICS.

3. Achieve a basic understanding of EOC operating requirements and role of the executive in ensuring inter-agency coordination occurs appropriately within the coordination environment.

4. Identify and achieve a basic understanding of the nature of SEMS planning, training, and guidance documents provided by the Governor's Office of Emergency Services.

E. Suggested Delivery Options

1. Slide presentation may be used as a framework for an executive briefing or workshop.

2. The course duration may vary but will generally require 1 to 2 hours.